

Pippins Preschool Policies and Procedures

Policy number and name	Date approved by committee
0.0 Contents	N/A
0.0 Introduction	N/A
0.0 Policy and procedures implementation and review policy	N/A
0.0 Policy implementation and review procedure	N/A

Section 0.01 Safeguarding and child protection Policies from Cambridgeshire County Council	Date approved by committee
0.01 Safeguarding and child protection policy	21 Oct 2022
0.01a Safeguarding and child protection Appendix A	21 Oct 2022
0.01b Bruising in pre-mobile babies protocol	21 Oct 2022
0.01c DfE Information sharing advice for practitioners	21 Oct 2022
0.012 Whistleblowing policy	21 Oct 2022
0.013 Guidance on the use of images	21 Oct 2022
0.013a Guidance on the use of images Appendix A Consent for photos	21 Oct 2022
0.013b Guidance on the use of images Appendix B Detailed consent for photos	21 Oct 2022
0.014 Use of mobile phones, cameras and technological devices policy	21 Oct 2022
0.015 Online safety policy	21 Oct 2022
0.016 Safeguarding guidance for intimate care	21 Oct 2022
Section 0.01 Safeguarding and child protection continued Policies from Early Years Alliance	
0.017 Visitor or intruder on the premises	21 Oct 2022
0.018 Uncollected Child	21 Oct 2022
0.019 Missing child	21 Oct 2022
0.020 Incapacitated parent	21 Oct 2022
0.021 Death of a child on-site	21 Oct 2022
0.022 Looked after children	21 Oct 2022
0.023 E-safety	3 Feb 2023
0.024 Key person supervision	3 Feb 2023

Section 01 Health and Safety	Date approved by committee
01 Health and safety policy	21 Oct 2022
01.01 Risk assessment	21 Oct 2022
01.01a Generic risk assessment form	21 Oct 2022
01.01b Access audit form blank	21 Oct 2022
01.01c Prioritised place risk assessment form	21 Oct 2022
01.02 Indoor spaces	21 Oct 2022
01.03 Kitchen	21 Oct 2022
01.04 Toilets and changing areas	21 Oct 2022
01.06 Short trips, outings and excursions	21 Oct 2022
01.07 Outdoors	8 Nov 2022
01.09 Maintenance and repairs	8 Nov 2022
01.11 Staff personal safety	8 Nov 2022
01.12 Threats and abuse towards staff and volunteers	21 Oct 2022
01.13 Entrances and approach to the building	8 Nov 2022
01.14 Control of Substances Hazardous to Health (COSHH)	21 Oct 2022
01.15 Manual handling	21 Oct 2022
01.16 Festival (and other) decorations	21 Oct 2022
01.17 Jewellery and hair accessories	21 Oct 2022
01.19 Face painting and mehndi	21 Oct 2022
01.20 Notifiable incident, non-child protection	8 Nov 2022
01.21 Terrorist threat/attack and emergency event lockdown	21 Oct 2022

Section 02 Fire Safety	Date approved by committee
02 Fire safety policy	8 Nov 2022

02.01	Fire safety procedure	8 Nov 2022
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Section 03 Food Safety and Nutrition		Date approved by committee
03	Food safety and nutrition policy	21 Oct 2022
03.01	Food preparation, storage and purchase	21 Oct 2022
03.02	Food for play and cooking activities	8 Nov 2022
03.05	Meeting dietary requirements	21 Oct 2022

Section 04 Health		Date approved by committee
04	Health policy	21 Oct 2022
04.01	Accidents and emergency treatment	21 Oct 2022
04.02	Administration of medicine	21 Oct 2022
04.02a	Asthma policy including disclaimer and inhaler record sheet	21 Oct 2022
04.02b	Healthcare plan	21 Oct 2022
04.02c	Prescribed medicine permission	21 Oct 2022
04.03	Life-saving medication and invasive treatments	21 Oct 2022
04.04	Allergies and food intolerance	21 Oct 2022
04.05	Poorly children February 2022	21 Oct 2022
04.05a	Managing a suspected case of coronavirus September 2022	21 Oct 2022
04.05b	Infection control September 2022	21 Oct 2022
04.06	Oral health	21 Oct 2022

Section 05 Equality		Date approved by committee
05	Promoting inclusion, equality and valuing diversity policy	21 Oct 2022
05.01	Promoting inclusion, equality and valuing diversity	21 Oct 2022

Section 07 Record keeping		Date approved by committee
07	Record keeping policy	21 Oct 2022
07.01	Children's records and data protection August 2022	21 Oct 2022
07.01a	Privacy notice	21 Oct 2022
07.02	Confidentiality, recording and sharing information	21 Oct 2022
07.03	Client access to records	21 Oct 2022
07.04	Transfer of records	21 Oct 2022

Section 08 Staff, volunteers and students		Date approved by committee
08	Staff, volunteers and students policy	8 Nov 2022
08.01	Staff deployment	8 Nov 2022
08.02	Deployment of volunteers and parent helpers	8 Nov 2022
08.03	Student placement	21 Oct 2022

Section 09 Early years practice		Date approved by committee
09	Early years practice policy	3 Feb 2023
09.01	Waiting list and admissions	3 Feb 2023
09.01d	Payment of fees and funding information	3 Feb 2023
09.02	Absence	3 Feb 2023
09.03	Prime times – The role of the key person	3 Feb 2023
09.04	Prime times – Settling in and transitions	3 Feb 2023
09.05	Establishing children's starting points	3 Feb 2023
09.08	Prime times – Snack-times and lunchtime	3 Feb 2023
09.12	Behaviour policy: promoting positive behaviour	3 Feb 2023
09.13	Identification, assessment and support for children with SEND	3 Feb 2023
09.14	Prime times – Transition to school	3 Feb 2023
09.15	Progress check at age two	3 Feb 2023

Section 10 Partnership with parents and other agencies		Date approved by committee
10	Working in partnership with parents and other agencies policy	3 Feb 2023
10.01	Working in partnership with parents and other agencies	3 Feb 2023

10.02	Complaints procedure for parents and service users	3 Feb 2023
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Useful acronyms:

CCC	Cambridgeshire County Council
EYFS	Early Years Foundation Stage
EHCP	Education, Health and Care Plan
HSE	Health and Safety Executive
LADO	Local Authority Designated Officer
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (part of HSE)

Useful documents:

Domestic Abuse Act Statutory Guidance	Stored in: Dropbox/Policies and Procedures/7 Useful documents Or available at: https://www.gov.uk/government/publications/domestic-abuse-act-2021
Working together to safeguard children	Stored in: Dropbox/Policies and Procedures/7 Useful documents Or available at: https://www.gov.uk/government/publications/working-together-to-secure-childrens-future
Keeping children safe in education (KCSIE 2022)	Stored in: Dropbox/Policies and Procedures/7 Useful documents Or available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf